

Purchasing Received Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

### SUNY CORTLAND - PROCUREMENT LOG

Page \_\_\_\_\_ of \_\_\_\_\_

Cardholder:  
Department

Statement Month and Year: \_\_\_\_\_

Statement Total: \_\_\_\_\_

Transaction Date	Vendor	Item Description	Price*	Date Received	Account Number	Comments/Notes <i>(or add notes directly to backup)</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**TOTAL**

**Cardholder's Certification:** I, certify that all transactions identified above are correct and just, that payment is approved, and that the goods or services furnished were for the performance of the official duties of this cardholder.

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature (REQUIRED): \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

*\*Insert "-" before any negative amounts credited back to your card.*